

80-826/B

3 APR 1980

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Inspector General  
General Counsel  
Legislative Counsel  
Director, Public Affairs  
Director, Equal Employment Opportunity  
Comptroller

FROM: Deputy Director of Central Intelligence

SUBJECT: Implementation of Presidential Hiring Freeze

1. At the direction of the President and under guidelines established by the Office of Management and Budget, a partial hiring freeze is in effect for an indefinite period. Effective 1 March 1980 agencies may fill only one out of every two vacancies. One important exception is that hiring commitments made before that date may be honored.

2. In the immediate future most of our hiring will be based on commitments made before 1 March. These commitments consist of (1) written notifications to applicants to report for duty, and (2) written notifications to applicants that a job is available subject to successful completion of security and medical processing. Based on these criteria, commitments have been made to more than 980 applicants. However, we would expect fewer than 50 percent of these applicants to complete processing and to actually enter on duty. The employment of such already-committed applicants does not count against vacancies occurring after 29 February 1980.

3. For the purposes of administering the hiring freeze, "hiring" is defined as (1) new entrances on duty of permanent full-time personnel who count against ceiling, and (2) assignments to operating Directorates of permanent full-time personnel from TAS (the clerical pool). For purposes of determining the number of persons who can be hired by the Agency on the basis of the 50 percent replacement limitation, a "vacancy" is defined as one created by a separation or retirement from the Agency.

4. For the duration of the hiring freeze I have asked the Comptroller to include, as an agenda item at monthly Comptroller meetings, a review of the status of the Agency's on-duty strength and vacancies (both current and projected) and

to consider critical replacement staffing needs as identified by the Deputy Directors and the Administrative Officer, O/DCI (for the Independent Offices). The Director of Personnel Policy, Planning, and Management will attend these meetings. All allocations to hire will be made in the Comptroller meetings and for the most part on the basis of each Directorate's anticipated vacancies. I have also asked the Comptroller to make recommendations for the temporary reallocation of hiring headroom, when necessary, to ensure that the Agency makes full use of its reduced ability to replace losses while at the same time ensuring that the highest priority staffing needs are satisfied. Where agreement cannot be reached at Comptroller meetings on such reallocations, the Comptroller will refer the issue to me for decision.

5. The responsibility for administering the hiring freeze is assigned to the Director of Personnel Policy, Planning, and Management who will assign new hires to the Directorates and Independent Offices consistent with the 50 percent replacement rule and with temporary reallocations of hiring headroom as may be made through Comptroller meetings. Within Directorates, the Deputy Directors may employ offsets between components as required so that priority needs can be met. In the event of special problems that cannot be resolved in discussions with the Director of Personnel Policy, Planning, and Management or at Comptroller meetings, appeals may be addressed to me. In the case of the Independent Offices, appeals should be forwarded to me through the Administrative Officer, O/DCI.

6. Though internal reassignments are not affected directly by the freeze, they may have a significant indirect impact for some components. These would be components that are net suppliers of personnel, through reassignment, for other components. An example would be the outflow of programmers from the Office of Data Processing. The replacement flow for such a component would be geared to 50 percent of its separations (retirements and resignations) and not to its net loss through reassignment. If the freeze lasts several months, it will be necessary for the Directorates to be aware of such problems and to make any necessary internal reallocations of hiring entitlements.

7. The Office of Personnel Policy, Planning, and Management will prepare monthly projections of gains and losses, by Directorate, for the monthly Comptroller meetings. These will be circulated to each Directorate in advance of the meeting so that any disagreements about the outlook may be identified and reconciled, if possible.

8. The expectation is that most of the new hiring will be from the exempt category (those to whom commitments were made before 1 March) until late summer. By that time it may be necessary to develop a priority system to assist the allocation of hiring entitlements by occupation.

/s/ Frank C. Carlucci

Frank C. Carlucci

cc: Administrative Officer, O/DCI  
Director of Personnel Policy,  
Planning, and Management

Originator:

Harry E. Fitzwater

Director of Personnel Policy,  
Planning, and Management

Orig - DDA  
1 - Each Other Addressee  
1 - OPPPM Subject File  
1 - DD/SP/PPPM  
1 - DD/R&P/PPPM  
1 - DD/P&E/PPPM  
1 - C/SIS/PPPM  
1 - C/HRPI/PPPM  
1 - OPPPM Chrono (w/held)  
1 - AO/DCI  
1 - Comptroller

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